



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE ACCOUNTING ANALYST

\$4,829 - \$6,048

ACCOUNTING SERVICES BUREAU

SACRAMENTO

RESPONSIBILITIES: Under the general direction of the Accounting Administrator I (Supervisor), this position is responsible for the coordination, development, analysis, and maintenance of financial records related to the billing and payments for the Accounting Services Bureau within the Department of Insurance. This position functions as a lead person within the section and independently performs the more difficult and complex professional accounting duties. Coordinates and works independently with the Information Technology Division to resolve or maintain the accounting system Oracle Financial to accurately process various departmental billings. The position oversees, maintains, and reconciles all Departmental billings; ensuring billings are processed timely and in accordance with the State Administrative Manual, the California Insurance Code, Title 10 of the California Code of Regulations, and/or other legislation.

DESIRABLE QUALIFICATIONS:

- Advanced knowledge and experience with State accounting principles, methods, and procedures.
- Extensive knowledge and experience of the principles and practices of CALSTARS.
- Knowledge of Microsoft computer applications such as: Excel, Word, and Outlook.
- Have excellent oral and written communication and analytical skills.
- Ability to work under pressure and handle multiple assignments effectively and efficiently and in a timely manner.
- Ability to be flexible and able to work in a fast-paced office environment.
- Requires the incumbent maintain consistent and regular attendance.
- Be open-minded and flexible to other ideas and solutions, and be tactful.
- Ability to lead and motivate others with positive support and reinforcement.
- Ability to work independently as well as part of a team; work well with others in a cooperative manner.
- Ability to maintain a courteous and professional demeanor at all times.
- Gain, as well as give, confident and trust of others.

01/12/16 JS

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



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WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Accounting Analyst level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Jimmy Saechao, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications and educational requirements of the classification through will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Associate Accounting Analyst, PSN# 413-192-4588-009" ON THE STATE APPLICATION.** For additional information, please call Jimmy Saechao at (916) 492-3300.

FINAL FILING DATE: **Until Filled**

NOTE: **Please submit proof of successful completion of the curriculum and the prescribed courses for review and consideration.**

Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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